



INFORMATION FOR DISTRICT MI-ACCESS COORDINATORS

Worksheet for Fall 2008 Grades 3-8 MI-Access Assessments Projected Teacher/Student/Manual Counts

INSTRUCTIONS FOR DISTRICT MI-ACCESS COORDINATORS:

This worksheet has been designed to assist District MI-Access Coordinators with collecting counts information for the schools in your district. A copy of this worksheet can be printed and distributed to each School MI-Access Coordinator for recording teacher, student, and *MI-Access Coordinator and Assessment Administrator Manual counts*.

This worksheet should be used to collect counts for all of the Fall 2008 MI-Access assessments: Participation, Supported Independence, and Functional Independence assessments in the content areas of English language arts, mathematics, and science. Please note the following:

- All assessment materials for each school will be sent to the attention of the District MI-Access Coordinator at the shipping address listed in the MI-Access Online System. **Please be sure to review your coordinator information in the MI-Access Online System and update it if needed.**
- Manual and assessment materials counts must be entered for all Functional Independence Assessment Administrators and Primary Assessment Administrators (PAA) who administer Participation and Supported Independence assessments.
- For Participation and Supported Independence assessments, counts are entered **only** for the PAA. Counts **do not** have to be entered for the Shadow Assessment Administrator (SAA).
- **Do not** enter manual counts for District and School MI-Access Coordinators. Questar Assessment, Inc., the MI-Access contractor, will automatically send a manual for each District and School MI-Access Coordinator.

Please establish a deadline for schools in your district to return their completed worksheets to you so that all of your district's counts may be entered into the **OEAA Secure Site no later than June 6, 2008**. All counts must be submitted using the OEAA Secure Site. No faxed copies of this form will be accepted.



INFORMATION FOR SCHOOL MI-ACCESS COORDINATORS

Worksheet for Fall 2008 Grades 3-8 MI-Access Assessments Projected Teacher/Student/Manual Counts

DIRECTIONS FOR SCHOOL MI-ACCESS COORDINATORS:

1. Print your district and school code on the lines provided at the top of the worksheet (see the following pages).
2. Enter the number of *2008/2009 MI-Access Coordinator and Assessment Administrator Manuals* needed for assessment administrators in your school.
3. Enter the projected number of assessment administrators and students by grade (based on IEP Team determinations) who will be administered the Fall 2008 Grades 3-8 MI-Access Participation, Supported Independence, and Functional Independence assessments in your school building in the tables below.

Step 1: Enter the number of assessment administrators who will be administering MI-Access assessments in the content areas of English language arts, mathematics, and science for grades 3-8.

****Note that for Participation and Supported Independence assessments, counts need to be entered *only* for the Primary Assessment Administrator. Counts *do not* need to be entered for the Shadow Assessment Administrator. ****

Step 2: Enter the number of students who will be assessed with the Participation, Supported Independence, or Functional Independence in the content areas of English Language Arts, Mathematics, and Science in grades 3-8.

This information is needed in order to print sufficient quantities of materials and, to the greatest extent possible, to ensure your school receives adequate quantities of assessment materials for assessment administrators and students, including an itemized list of materials that will come with your first shipment of MI-Access materials for your school. This list will be helpful when inventorying your shipment of Fall 2008 materials.

Please do not over-estimate your counts. An overage is routinely printed and shipped with your first shipment.

You may contact the MI-Access Hotline at 888-382-4246 or send an e-mail message to mi-access@questarai.com should you need any assistance.

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Grade 5							
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	Audio Tape	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input type="text"/>	N/A	N/A	N/A	N/A	Supported Ind. ELA and Math
Participation Science	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	Participation Science
Supported Ind. Science		<input type="text"/>	N/A	N/A	N/A	N/A	Supported Ind. Science
Functional Ind. ELA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. ELA
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math
Functional Ind. Science	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Science

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Grade 8 MI-Access Student Counts

Grade 8							
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	Audio Tape	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math		<input type="text"/>	N/A	N/A	N/A	N/A	Supported Ind. ELA and Math
Participation Science	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	Participation Science
Supported Ind. Science		<input type="text"/>	N/A	N/A	N/A	N/A	Supported Ind. Science
Functional Ind. ELA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. ELA
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math
Functional Ind. Science	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Science